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7 December 1951

MEMORANDUM

TO:                   ADSO  
                      Attn: Chief, ADMIN  
                      ADPC  
                      Attn: CAL  
                      Chief, Procurement Office  
                      Chief, Finance Division

INFO:               ADDA (S)  
                      Comptroller  
                      Auditor

FROM:               Task Force

SUBJECT:           Domestic Operational Procurement

1. Pursuant to discussions relative to the purchase of supplies and/or equipment by staff employees within the U. S. for the furtherance of projects or for project development, the attached procedure is established and agreed upon. It is requested that you indicate your concurrence by signing and returning the concurrence sheet to the undersigned in Room 2058 J. Upon receipt of all concurrences, you will be notified that the understanding is effective.

2. It is recommended that appropriate intra-office issuance be made by the action offices to which this memorandum is addressed.

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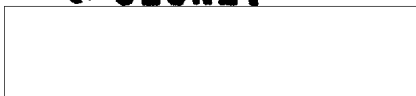
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MEMORANDUM

TO : Chief, Procurement Office

FROM : Accounts Branch, Finance Division

SUBJECT: Domestic Operational Procurement

1. An accounting for travel or operational advance or claim for reimbursement for expenses incurred for operational purposes has been submitted by \_\_\_\_\_ (name), \_\_\_\_\_ (office).

2. An analysis of this accounting reveals the following purchases of supplies and/or equipment:

Description \_\_\_\_\_

Date acquired \_\_\_\_\_

Account or claim number \_\_\_\_\_

Price \_\_\_\_\_

Purpose \_\_\_\_\_

Project to be charged \_\_\_\_\_

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Chief, Accounts Branch

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